

# anthem.

## ANTHEM TRUSTEE INFORMATION PACK

### ABOUT ANTHEM

Anthem.Music Fund Wales was established in 2018 following a Welsh Government report exploring ways to support music education in Wales. In 2020 the charity appointed a CEO, who has been establishing the major programmes that will enable Anthem to achieve its vision and mission.

- Our vision is a Wales in which music can empower every young life.
- We believe music is a potent creative force for young people that feeds self-expression, personal development and wellbeing.
- Anthem creates opportunities across genres and communities and nurtures diverse talent to take the next steps to musical careers.
- Anthem is a catalyst for youth music in Wales, funding work that creates change, making connections to widen partnership working, and enabling best practice to flourish.

Anthem seeks to ensure that equality and diversity principles – accessibility, inclusivity, respect and difference - underpin all areas of the organisation and aims to promote them within its board, its employment practices and across its work programmes. Anthem positions its work as collaborative, innovative, inclusive, creative, inspiring.

[www.anthem.wales](http://www.anthem.wales)

## THE ROLE

Anthem is seeking to appoint new trustees / board directors to join our trustee team. We are seeking people who share our passion for music, young people and Wales, and are interested in helping young people reach their potential through music. We are especially interested in people with the following experience:

- music business
- fundraising
- youth work
- marketing & brand management

Anthem launched funding programs in 2022 designed to break down barriers to music for young people and we will make further grants in 2023. We will also be recruiting for Youth Forum members to work with Anthem across 2023 and expanding our Porth Anthem Gateway in order to support young people across Wales to explore routes into music and careers.

Anthem is run by a small staff team and Anthem trustees take an active role in strategic development, fundraising, and financial management, and support the Chief Executive Officer (CEO) on a regular basis. The Board runs a number of subcommittees which focus on particular areas of the business including finance and fundraising. We also run a Youth Forum who feeds into our business planning regularly.

Here are a few important things about the role:

- Being a trustee / board director is a non-salaried voluntary position.
- Trustees work together to discuss strategy and business development for Anthem in collaboration with the staff team.
- Travel, access costs and other reasonable out-of-pocket expenses will be paid for attendance at meetings and events on behalf of Anthem.

- The Anthem Board currently meets every two months, mainly online using the Zoom platform, but we do try to have two in person meetings per year.
- Subcommittees meet in between meetings over Zoom.
- Terms of office for trustees are fixed at 3 years, with the option of re-election for a further term of 3 years.

## **HOW TO APPLY**

Anthem is an equal opportunities organisation and welcomes applications from all interested individuals. Anthem participates in the Disability Confident Scheme and is a Real Living Wage employer.

We are keen to communicate with individuals who are under-represented / have faced neglect or exclusion from the arts community, and would particularly welcome applications from disabled people, Black, Asian and ethnically diverse people, LGBTQ+ people, and individuals from under-represented socio-economic backgrounds. Anthem warmly welcomes applications from people who are Welsh learners or Welsh language fluent.

To apply for the role, please send the following

- a copy of your CV or biography
- a covering letter not longer than one side of A4 or video testimonial explaining why you wish to join the Anthem Board

to Anthem Chair David Alston [chair@anthem.wales](mailto:chair@anthem.wales)

The deadline for applications is 5pm on Friday 17<sup>th</sup> February 2023.

Interview dates for shortlisted candidates will be agreed on an individual basis but will take place in the week of 6<sup>th</sup> March 2023.

If you have any other special requirements to enable you to apply for this role, or would like to have an informal discussion about the role, please contact our CEO Rhian Hutchings [rhian.hutchings@anthem.wales](mailto:rhian.hutchings@anthem.wales)

## TRUSTEE ROLE DESCRIPTION

Trustees actively participate in Board meetings to enable the Board to reach decisions and make sure that the company's obligations are fulfilled. Trustees will take an active role in the policymaking & strategic development for Anthem at Board level, meeting with key partners and supporting the CEO on a regular basis.

## RESPONSIBILITIES AND DUTIES

- Attending Board meetings regularly. Meetings are usually held every two months with the occasional need to meet more frequently.
- Serving on Board subcommittees as required
- Reading papers provided before the meeting to prepare
- Meeting with Anthem team members as required to help develop programmes
- Advising on Anthem project documents as required
- Attending Anthem projects as required, including the Anthem Youth Forum and Digital Gateway
- Discussing and voting on Anthem business decisions in collaboration with other Board Trustees
- Using your experience and knowledge to help Anthem develop
- Representing Anthem at other sector meetings
- Keeping Anthem business confidential as required

## EXPERIENCE REQUIRED

- You don't need to have any experience of being on a Board before. We are seeking someone who is passionate about young people and music in Wales, and who has time to make a contribution.
- You will have personal experience of music learning, music business or music development in Wales or beyond if you are joining as a music industry player.
- You will bring knowledge and experience from your current job role and career which can help Anthem take its next steps. This could be

business planning, charity work, management, accounting, marketing, project management, or fundraising.

- You will have interpersonal and communication skills, enabling you to work with other Board members, stakeholders, funding partners and staff in the organisation.
- You will also have an understanding of the legal duties, responsibilities and liabilities of being a company director and charity trustee.

You can find out more about becoming a trustee on the UK Government website:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>